

Message Text

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E.O. 11652: N/A

TAGS: BEXP, AFSP, HK

SUBJECT: FY 77 COMMERCIAL BUDGET REQUEST

REF: STATE 125450

1. WE REQUEST FUNDING AT FOLLOWING LEVELS FOR FY 1977:

- A. TRAVEL \$5,230
- B. REPRESENTATION 1,280
- C. PRINGING AND MAILING 14,635
- D. EQUIPMENT AND SERVICES:
 - (1) MISCELLANEOUS CONTRACTUAL SERVICES
(TRANSLATING, WTDR'S, MAILING LISTS, ETC.) 4,000
 - (2) LIBRARY BOOKS AND SUBSCRIPTIONS 5,000
 - (3) BUSINESS REGISTRATIONS (FOR WTDR'S) 450
 - (4) MINI-COMPUTER 50,000
 - (5) 2 MAG CARD TYPEWRITERS 10,000
 - ITEM D TOTAL: 69,450
 - GRAND TOTAL: 90,595

E. NEW LOCAL POSITION: CLERKSTENOGRAPHER FSL6, APPROX.
ANNUAL SALARY \$3,200E.2.

2. JUSTIFICATIONS

A. MINI-COMPUTER - HONG KONG'S VERY ACTIVE COMMERCIAL
PROGRAM HAS GENERATED A VERY HEAVY CLERICAL WORKLOAD:
ALTHOUGH IT REPRESENTS A SIZEABLE ONE TIME EXPENSE, A SMALL
DATA PROCESSING MACHINE WOULD ALLOW US TO (1) RATIONALIZE OUR
HANDLING OF REGIONAL AND LOCAL TRADE OPPORTUNITIES, AT PRESENT A
LABORIOUS HAND PROCESS; (2) SUBSTANTIALLY DECREASE THE AMOUNT
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OF TYPING DONE ON UPDATED WTDR'S; (3) ALLOW USSO PREPARE FTI

BASED LISTS FOR VISITING U.S. BUSINESSMEN AND OUR OWN TRADE CONTACT PURPOSES; (4) IMPROVE OUR AGENCY FILE RETRIEVAL AND UPDATING; (5) SHARPLY REDUCE THE AMOUNT OF EFFORT AND TIME NEEDED TO PRODUCE OUR LIST OF AMERICAN FIRMS AND OPEN THE POSSIBILITY OF PRODUCING OTHER SIMILARLY USEFUL LISTS; AND (6) OFFER A SUPERIOR COMPUTATIONAL CAPABILITY TO ECONOMIC OFFICERS AND THE COMMERCIAL OFFICER ENGAGED IN MARKET RESEARCH.

B. MAGNETIC CARD OR MEMORY TYPEWRITERS - WE HAVE ONE SUCH MACHINS. IT HAS BEEIOAN ENORMOUS ASSET TO US UND HAS LITERALLY TRIPLED THE PAGE OUTPUT OF THE EMPLOYEE TO WHOM IT IS ASSIGNED. WE WOULD LIKE TO EQUIP TWO OTHER EMPLOYEES WITH THE MACHINES IN ORDER TO MEET THE VASTLY INCREASED WORK LOAD WHICH WE ANTICIPATE OVER THE NEXT TWO YEARS. (OUR OUTPUT HAS DOUBLED IN EACH OF THE LAST TWO YEARS.) AS THINGS NOW STAND, MANY LOWER PRIORITY TASKS HAVE BEEN ENDLESSLY POSTPONED FOR LACK OF CLERICAL TIME. THE NEW MACHINES WOULD FREE TIME FOR THESE TASKS AS WELL AS FOR THE HIGHER LEVELS OF WORK WE SEE DOWN THE ROAD.

C. NEW POSITION - EVEN WITH THE AID OF THE MACHINES DISCUSSED ABOVE, WE FORESEE OVER-UTILIZATION OF AVAILABLE MANPOWER BY FY 1977. ALTHOUGH WE SUBMITTED NO FORMAL DEFERRED PROJECTS PORTION OF OUR FY '76 CCP, THERE WERE SEVERAL PRODUCT AREAS WHICH WERE ELIMINATED IN WASHINGTON AND WHICH WE WOULD LIKE TO BE ABLE TO FOLLOW UP. WE CANNOT DO SO IF WE HAVE NO CLERICAL HELP TO TYPE, FILE AND MAIL OUR REPORTS, LETTERS AND OTHER CORRESPONDENCE. WE REQUESTED THIS POSITION FOR FY 1976, BUT FORESEEING A TIGHT BUDGETARY SITUATION IN THAT YEAR, ARE ASKING FOR THE POSITION IN FY 1977 AS AN URGENT NECESSITY.

3. OTHER BUDGET REQUESTS ARE AT PRESENT LEVELS WITH A SMALL ALLOWANCE FOR INFLATION.

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